

EFFECTIVE

June 1, 2021.

Subject(s)**SRM 103, Staff Qualifications and Training**

1. Program specific transfer training (PSTT) exams.
2. Staff education and experience requirements.
3. Child Welfare Certificate (CWC) training requirements and caseload progression.

**1) Program
Specific Transfer
Training (PSTT)
Exams**

Staff are not required to complete a competency-based exam in order to pass PSTT.

Reason: Office of Workforce Development and Training (OWDT) recommendation.

**2) Staff Education
and Experience
Requirements*****Qualifying Degrees***

The list of qualifying degrees for MDHHS and private agency caseload-carrying staff, supervisors, and specialized support staff has been updated and is now included in [SRM 103, Staff Qualifications and Training](#).

Reason: Children's Services Agency (CSA) recommendation.

Verification of Education and Experience Requirements

Compliance with education and experience requirements contained in [SRM 103, Staff Qualifications and Training](#), will be monitored through Division of Child Welfare Licensing (DCWL) reviews. Agencies are no longer required to submit transcripts and/or resumes to Child Welfare Services and Support (CWSS) prior to staff attending required training for their position.

Reason: CSA recommendation.

Experience Requirements for Supervisors

MDHHS and private agency child welfare supervisors must have three years of experience in a child welfare agency, a child caring institution, or in an agency performing a child welfare function. Previously, supervisors with a qualifying bachelor's degree were required to possess four years of experience, while supervisors with a qualifying master's degree were required to possess three years of experience.

Reason: CSA recommendation.

**3) Child Welfare
Certificate (CWC)
Training
Requirements**

Staff who possess a child welfare certificate (CWC) from an endorsed university are required to complete PSI-CWC training within 112 days of hire.

Reason: OWDT clarification.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[SRM 103](#)